



Disclosure and Barring Service Procedures for Students

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| Document title: | Disclosure and Barring Service Procedures for Students |
| Audience: | Apprentices, FE Students, HE Students, International Students, Employers, Parents, Permanent Academic Staff, Part Time Hourly Paid Academic Staff, Permanent Support Staff, Temporary Support Staff, External Partners. |
| Version: | 1 |
| Approved by: | Senior Leadership Team |
| Date approved: | 8th July 2020 |
| Date of next review: | June 2022 |
| Document Owner | The Vice Principal, Curriculum and Development (Lead Counter signatory) |
| Equality Impact Assessment | Yes |
| Student Friendly Version | |

Revision history

| Version | Type (replacement, revision, other) | Date | History (reason for changes) |
|---------|-------------------------------------|----------------|--|
| 1 | Revision | September 2013 | Policy review |
| 2 | Revision | October 2014 | Policy review/update |
| 3 | Major Revision | July 2019 | DBS Compliance Feedback |
| 4 | Revision | July 2020 | Clarification and simplification of College policies |

Monitoring and review

This policy will be reviewed by the Executive Committee at least every 2 years.

Disclosure and Barring Service Procedures for Students

Purpose of the Policy

The purpose of the policy is to ensure that staff, students and others who have regular and unsupervised access to children or vulnerable adults in the course of work, learning or other College activity, are safe to do so.

The College will:

- Carry out a DBS check on All Applicants, students, staff and others who, as part of their learning or work with College, engage in any regulated activity with children (under 18) or vulnerable adults.

The Vice Principal, Curriculum and Quality is responsible for ensuring:

- The Disclosure and Barring Service policy and Procedure are adhered to and implementing any necessary actions if the policy is breached.
- The agreement with Verifile is managed effectively to ensure the DBS policy is implemented in line with the Service level agreement

The Assistant Principal, Student Services is responsible for ensuring:

- Heads of Curriculum Departments are briefed about the implementation of the Disclosure and Barring Service Policy and Procedures.

The Assistant Principal Curriculum FE and HE is responsible for ensuring:

- The Disclosure and Barring Service policy is operationalised through adherence to the procedures.

The Head of Department for Student Recruitment is responsible for ensuring:

- Appropriate staffing and resources are identified to support a high-quality student applicant's recruitment service.
- The selection of DBS types/processes with Verifile for applicant DBS checks
- That HE students are charged for the DBS check and that the DBS check is only undertaken when the payment is received.
- The effective management of the DBS applicants process in line with the DBS policy
- All information is treated in the strictest confidence. Counter signatories will ensure that all information relating to an applicant's criminal record is handled, processed and stored in line with current guidelines.
[file:///C:/Users/b.baker/Downloads/Data%20Protection%20\(GDPR\)%20Policy%202018-20%20Ver1.4.pdf](file:///C:/Users/b.baker/Downloads/Data%20Protection%20(GDPR)%20Policy%202018-20%20Ver1.4.pdf)
- The link to the online DBS form is sent out to the applicants (HE regulated courses) prior to enrolment
- The applicants DBS documents are checked and EBS is updated to record progress with the application.
- EBS is up to date and marking requirements met throughout the DBS application journey
- That the DBS applications progress is monitored and delays followed up with the provider and applicant.
- Records are updated for all DBS applications completed and any "amber" DBS certificates are referred to the HoD Student Services. (Certificates are classified as "amber" if there are unspent convictions and green if clear).
- The HoD of Student Services is informed about any students identified as "amber".
- A record of the applicants DBS certificate number is recorded on EBS including if green or amber.

- Where an applicant has signed up to the Update Service they provide appropriate ID documentation (as stipulated by DBS) and agree to an online check before their certificate can be accepted.
- Transgender applicants who do not want to reveal details of their previous identity can apply through the DBS confidential checking service sensitive@dbgs.gsi.gov.uk
- Courses requiring students to undertake a DBS check will be clearly identified in College literature e.g. College website, course leaflets, prospectuses, offer letters.

The Head of Department for Student Services is responsible for ensuring:

- All students identified as “amber” are contacted and a meeting organised to discuss individual circumstances and confirm follow up action.
- The curriculum HODs are updated about the outcome of the “amber” student status and confirm follow up action with the appropriate HOD.

The Heads of Department for Curriculum are responsible for ensuring

- All students requiring a DBS have this in place before commencing their placement.
- The effective management of the DBS applicants process in line with the DBS policy
- The students are provided with the appropriate support and guidance to complete their DBS application.
- That the DBS applications progress is monitored and delays followed up with the provider and the student to ensure a timely completion of the DBS process.
- Records are updated for all DBS applications completed and any “amber” DBS certificates are referred to the HoD Student Services. (Certificates are classified as “amber” if there are unspent convictions and green if they are clear).
- That students return the DBS check once issues to the college for checking if it has been classified amber.
- The HoD of student Services is informed about any students identified as “amber” and a follow up meeting agreed to clarify next steps for the student.
- That the student is informed in writing of the outcome of the meeting within 5 working days.

Placement Team are responsible for ensuring:

- The selection of DBS types/processes with Verifile for student DBS checks
- The link to the online DBS form is sent out to the students that require a placement.
- All information is treated in the strictest confidence. Counter signatories will ensure that all information relating to an applicant/student criminal record is handled, processed and stored in line with current guidelines.
[file:///C:/Users/b.baker/Downloads/Data%20Protection%20\(GDPR\)%20Policy%202018-20%20Ver1.4.pdf](file:///C:/Users/b.baker/Downloads/Data%20Protection%20(GDPR)%20Policy%202018-20%20Ver1.4.pdf)
- The students DBS documents are checked and EBS is updated to record progress with the application.
- EBS is up to date and marking requirements met throughout the DBS students journey
- Records are updated for all DBS applications completed and any “amber” DBS certificates are referred to the HoD Student Services. (Certificates are classified as “amber” if there are unspent convictions and green if they are clear).
- The HoD of student Services is informed about any students identified as “amber”.
- A record of the students DBS certificate number is recorded on EBS including if green or amber.
- Transgender applicants who do not want to reveal details of their previous identity can apply through the DBS confidential checking service sensitive@dbgs.gsi.gov.uk

The Head of Department for Finance is responsible for ensuring:

- That there is a procedure in place to collect payment for applicant DBS checks.
- Payment to Verifile for the student (FE) DBS checks

Students are responsible for ensuring:

- That College is notified of any unspent convictions at enrolment and during the course of their studies.
- For HE students: that payment is made for their DBS check as the College will not process the applications until the appropriate fee has been paid.
- Appropriate ID documentation (as stipulated by the DBS) is provided timely in order to enable the College to process the DBS application.
- Where the DBS disclosure has been classified as “amber” the student will be expected to meet with the Head of Student Services to discuss next steps.
- The DBS Certificate is retained for the duration of their course(s). In the event of the student being unable to produce their DBS Certificate, a new DBS check will be required at their own cost.
- Where a student completes a placement at their place of work they are required to provide evidence of their DBS to the college in order for the DBS number to be recorded and updated as green or amber.
- They are aware that a DBS Certificate can be carried forward through subsequent years of study. However, if a student withdraws from the College or interrupts their studies a new DBS check will be required, together with any additional payment. Where a student transfers course a new DBS check may be required where the level of check for the new course is different. Re-checks will be carried out after 3 years

International Students

For information in relation to International students please refer to:

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>